

SUPPORT SERVICES COURSE NO. 2

SIXTH WEEK (1A-13 Headquarters)

25X1A

Monday, 29 November 1965

25X1A

0830-0930

0930-1010 Reading: "Collection at Small Posts"

1020-1130 Discussion - Official Cover Problems
(based on the above reading)

1230-1430 Registry Problem and Critique

1445-1700 Fitness Report Problem and Critique

Concluded 1/2
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S E C R E T

25X1C

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Wednesday, 1 December 1965

25X1A

25X1

25X1

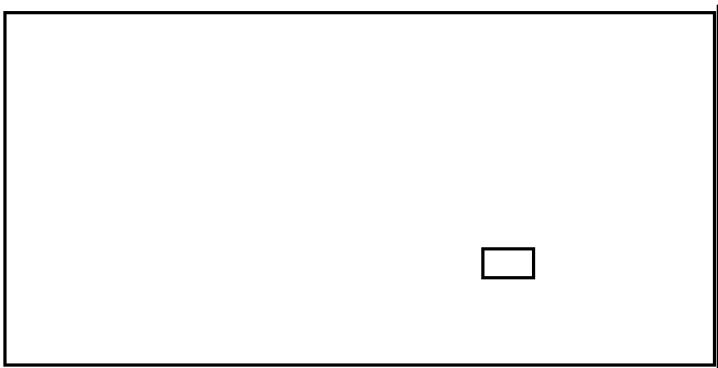
0830-1000	Employee Benefits. Medical and FECA Benefits. Specific benefits and services available to CIA personnel, e.g. insurance program, credit union, etc.
1010-1110	Proprietaries. Discuss the use of proprietaries in the Agency. Problems of setting up and administering. The role of DO/ <input type="text"/>
1120-1200	<input type="text"/> Case
1300-1450	<input type="text"/> Case and Critique, film
1500-1550	<input type="text"/> Case and Critique
1600-1700	Death Problem and Critique

25X1C

Thursday, 2 December 1965

25X1A

0830-0930



25X1A 0940-1040



1050-1150

CIA and CS Retirement Programs.
Description of Civil Service Retirement
plan and schedules. Discuss the CIA
retirement program and its affect on
staffing of the Agency in the fore-
seeable future.

1300-1400

The Chief of Station and his
Support Officer.

1410-1700

Retirement Exercise

Friday, 3 December 1965

0830-1000	Study - Contract Reading	25X1A
1000-1200	Contractual Principles	
1300-1700	Contract Personnel Exercises and Critique	

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SEVENTH WEEK (1A-13 Headquarters)

25X1A

25X1A

Monday, 6 December 1965

0830-1130 Allowances and Differentials: Briefing,
Exercise and Critique

25X1A 1230-1540 Case

1550-1650 Office of Communications and Support
Problems

Tuesday, 7 December 1965

25X1

0830-1700 Group A - Combination Locks and
Safekeeping Equipment

0830-1700 Group B - Tour of Communications Facilities
and Commo Briefing
Tour of Records Center

1800-2200 Reception for Support Officers

Wednesday, 8 December 1965

25X1

0830-1700 Group B - Combination Locks and
Safekeeping Equipment

0830-1700 Group A - Tour of Communications Facilities
and Commo Briefing
Tour of Records Center

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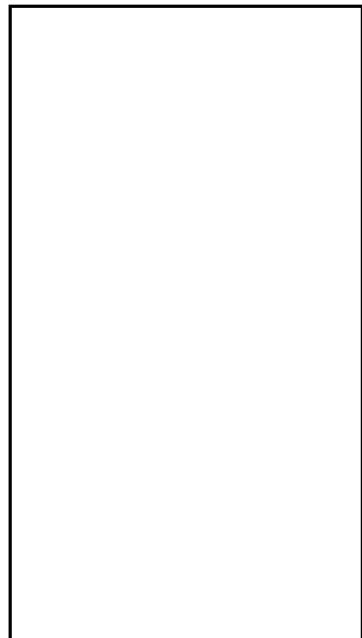
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Thursday, 9 December 1965 (1A-13)

25X1A

25X1A 0830-0930 Case and Critique



0940-1100 Tour of Signal Center
1110-1200 Safe Areas, Vaults and Overseas
Physical Security
1300-1400 Civil Disturbances
1410-1700 Vault and Safe Area Problem and
Critique

25X1A Friday, 10 December 1965 (1A-13)

0830-1200 Field Trip - Warehouse Office of Logistics

1300-1500 Personnel Security Cases
Office of Security
1510-1700 Introduction to Station Problem
25X1A

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SUPPORT SERVICES COURSE NO. 2
EIGHTH WEEK (1A-13 Headquarters)

Monday, 13 December 1965

0830-1200	Station Planning Problem	OTR and CA Staff Reps
1300-1700	Station Problem	Staff

Tuesday, 14 December 1965

0830-1600	Station Problem	Staff
1610-1700	Critique	<div style="border: 1px solid black; display: inline-block; width: 150px; height: 1.2em; vertical-align: middle;"></div> Office of Training

Wednesday, 15 December 1965

0830-1600	Station Problem	Staff
1610-1700	Critique	<div style="border: 1px solid black; display: inline-block; width: 150px; height: 1.2em; vertical-align: middle;"></div> Deputy Chief of Support FE Division

Thursday, 16 December 1965

0830-1600	Station Problem	Staff
1610-1700	Critique	<div style="border: 1px solid black; display: inline-block; width: 150px; height: 1.2em; vertical-align: middle;"></div> Deputy Chief of Support WE Division

Friday, 17 December 1965

0830-1200	Station Problem	Staff
1300-1400	Concluding Remarks	<div style="border: 1px solid black; display: inline-block; width: 150px; height: 1.2em; vertical-align: middle;"></div> Deputy Director for Support
1400-1700	Course Critique and Final Administration	<div style="border: 1px solid black; display: inline-block; width: 150px; height: 1.2em; vertical-align: middle;"></div>